CDX User Manual

Adding a Single Student or Teacher Account

CDX Medium-Heavy
For Secondary Schools

Note

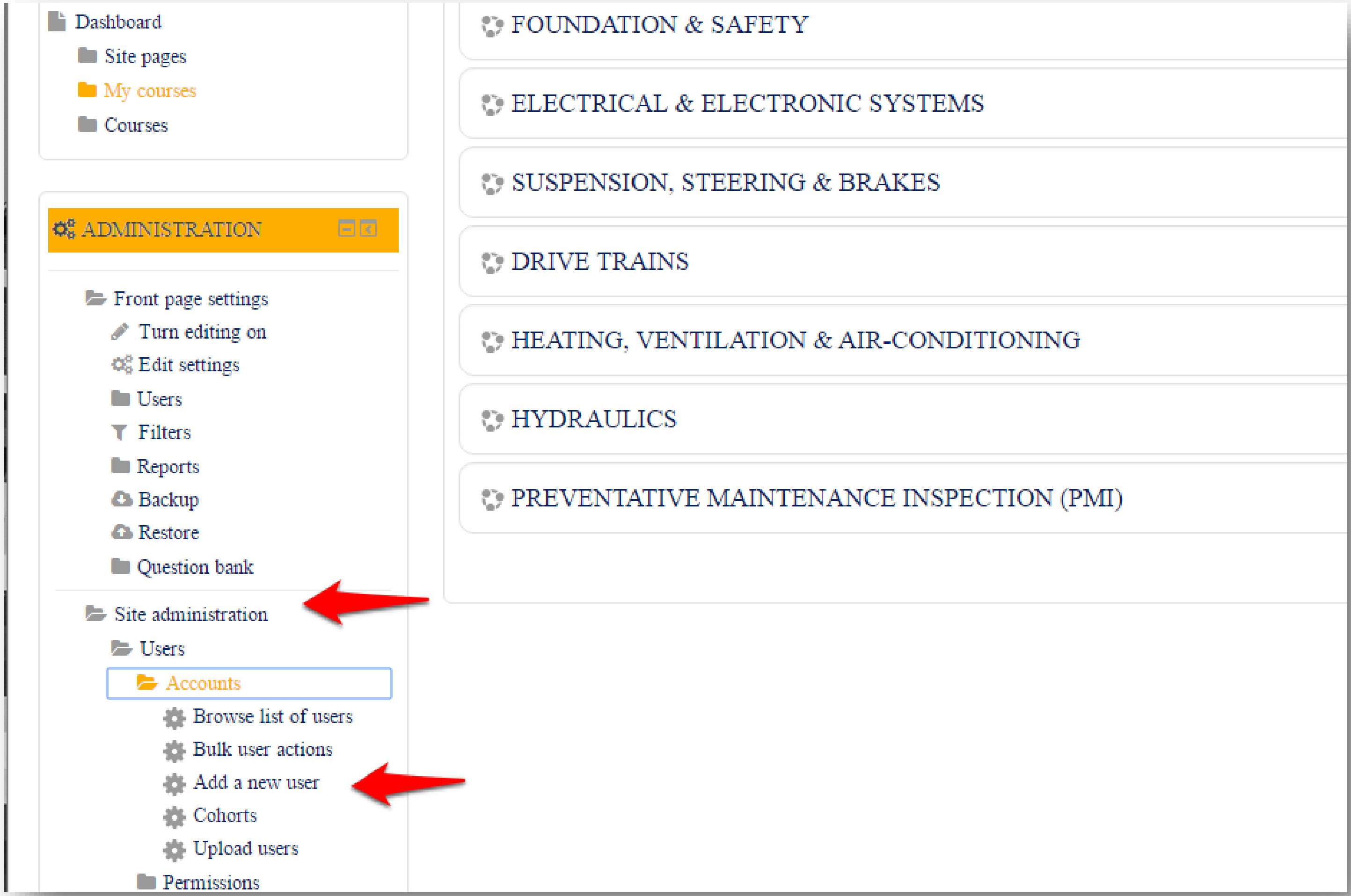
THIS TUTORIAL COVERS THE PROCESS OF ADDING ONE STUDENT ACCOUNT AT A TIME. FOR INSTRUCTIONS ON HOW TO ENROLL LARGE NUMBERS OF STUDENTS WITH AN EXCEL SPREADSHEET, SEE OUR *BULK USER UPLOAD* TUTORIAL.

Log in with your *teacher* account that you were given.

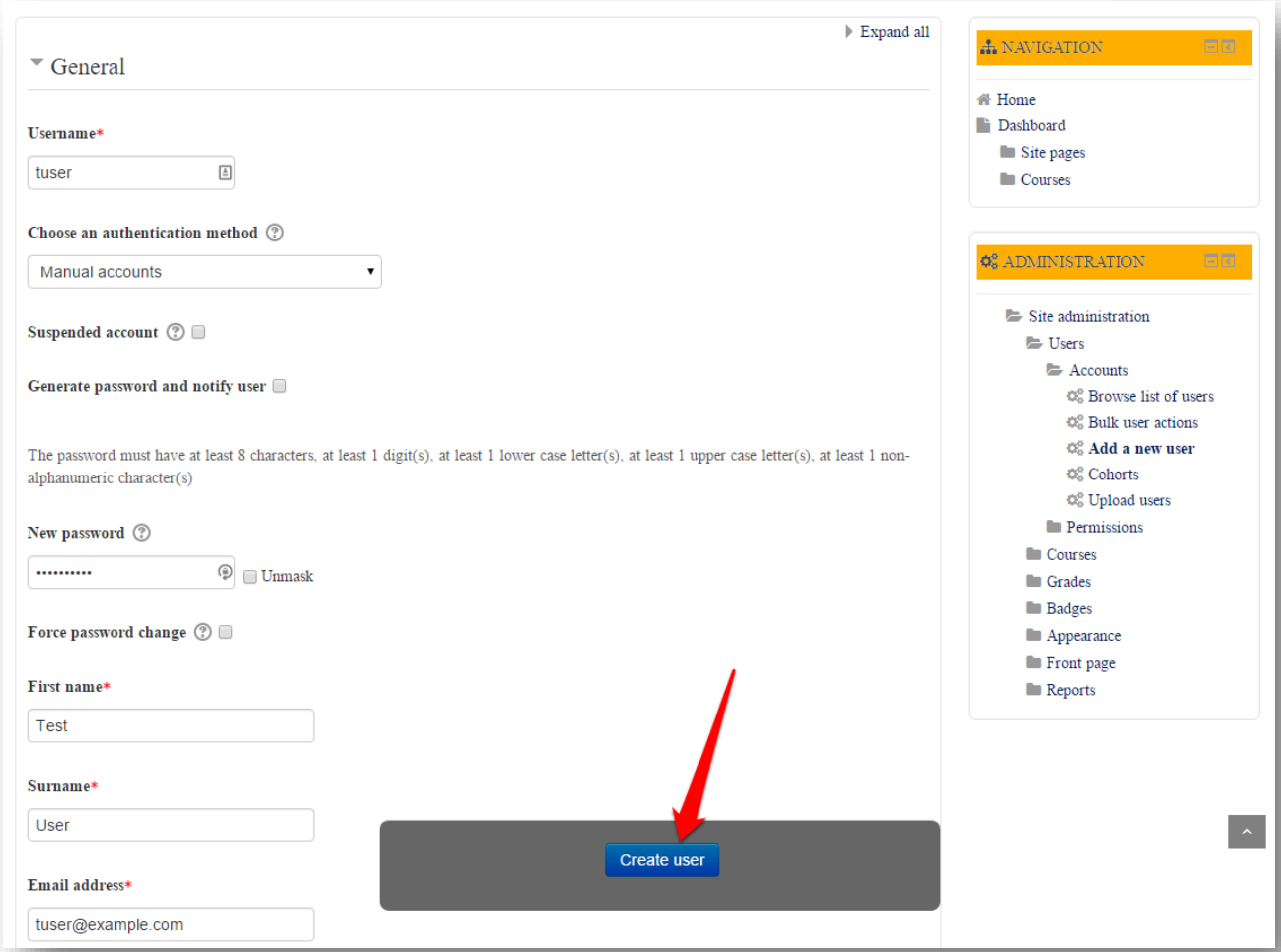


You should see the *ADMINISTRATION* block on the left-hand side of the page. If you don't, contact our support team. Go to **Site Administration > Users > Accounts > Add a new user**.

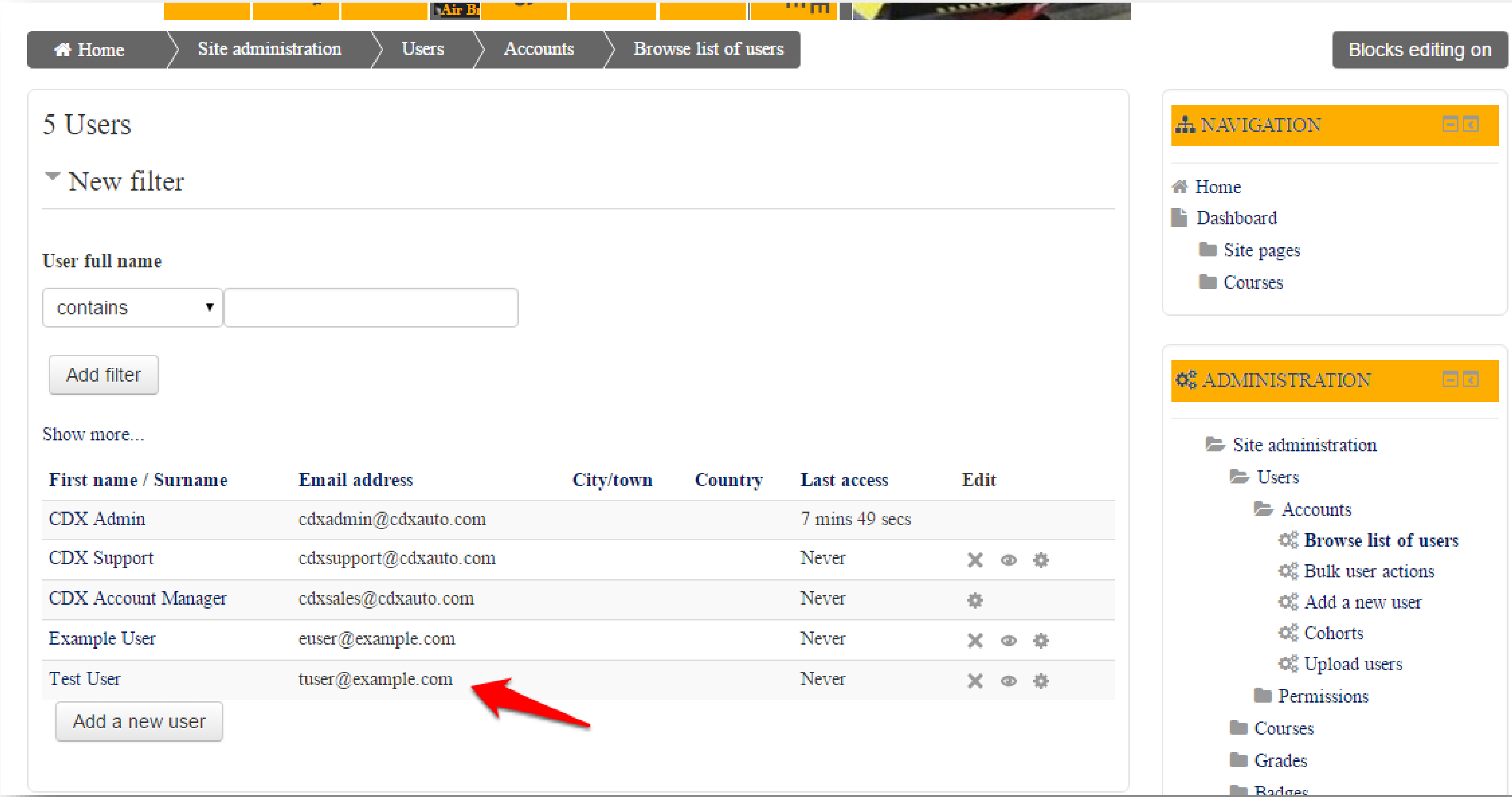
Be sure to click the correct users box, under Site Administration



Fill out the required fields marked with a red asterisk and click Create User. Usernames are case-sensitive and must be unique for each student. If the user does not have an email address, use a fake "@example.com" address as shown in the example below.



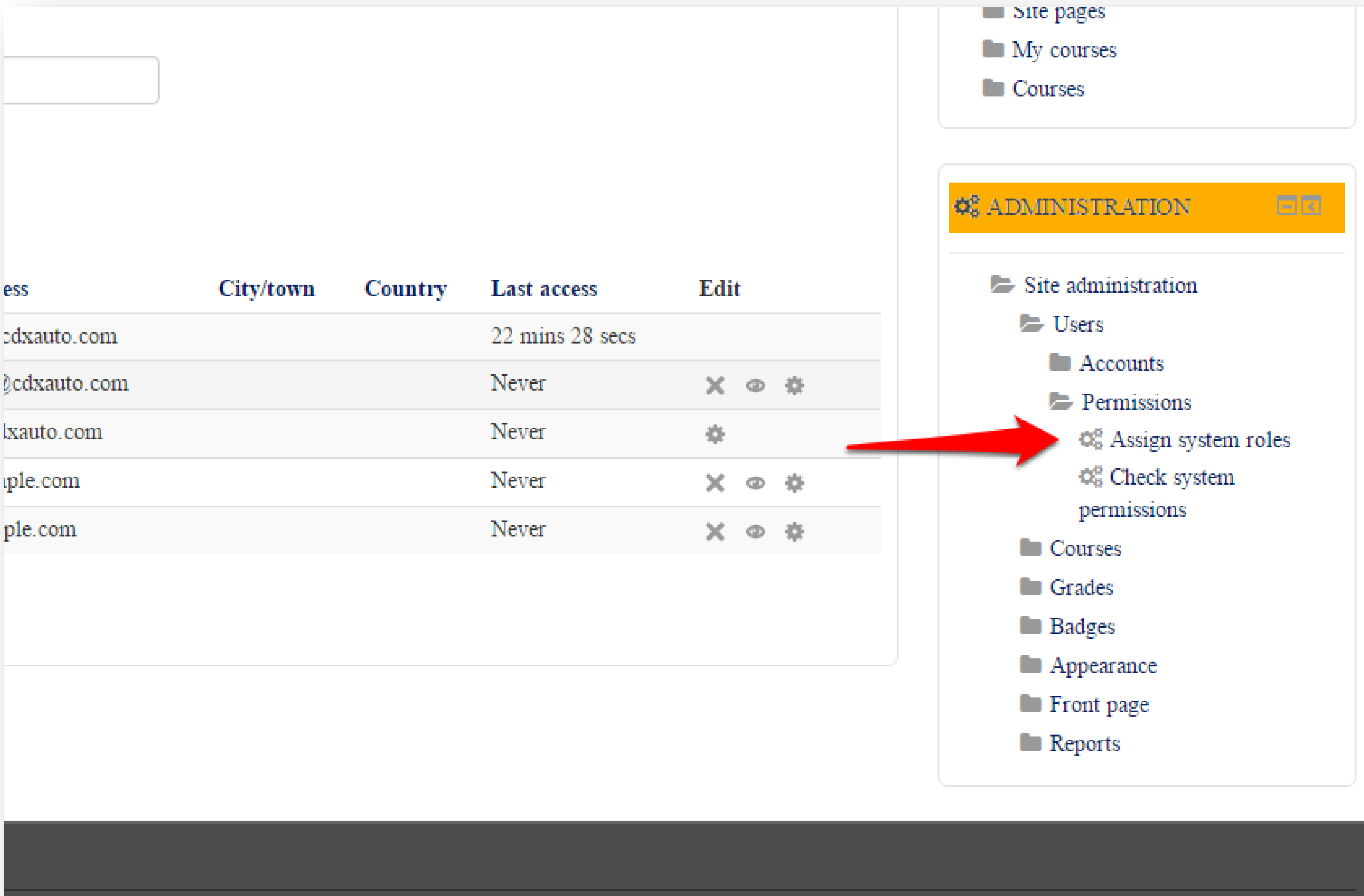
You should see the new account at the bottom of your user list.



Part 2

ASSIGNING ROLES AND ENROLLING USERS

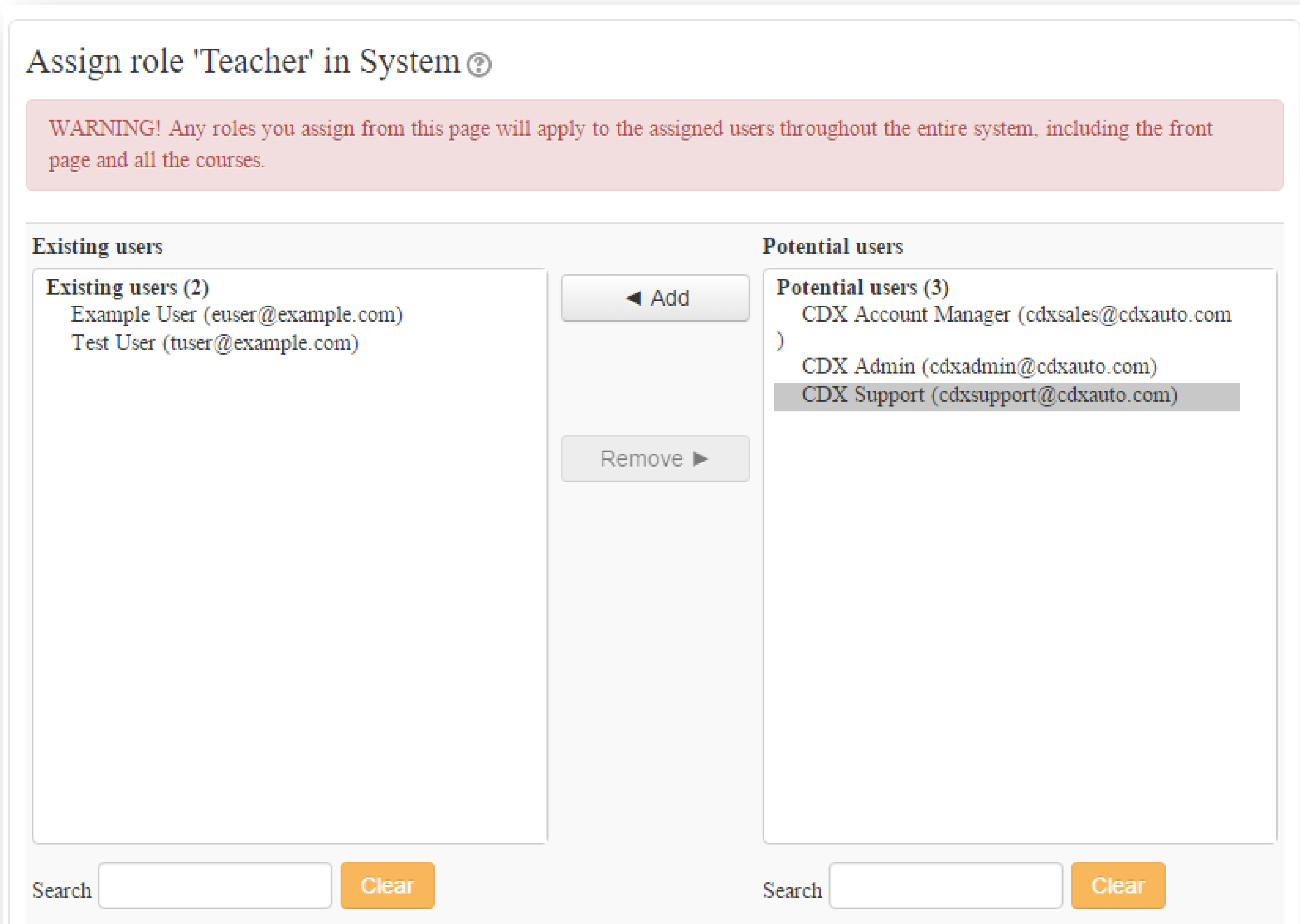
If you added a teacher, you must make sure they are assigned a Teacher Role, in order to have proper teacher-level access. Otherwise, they will have Student role, by default. First, Open **Site Administration > Users > Permissions > Assign System Roles**



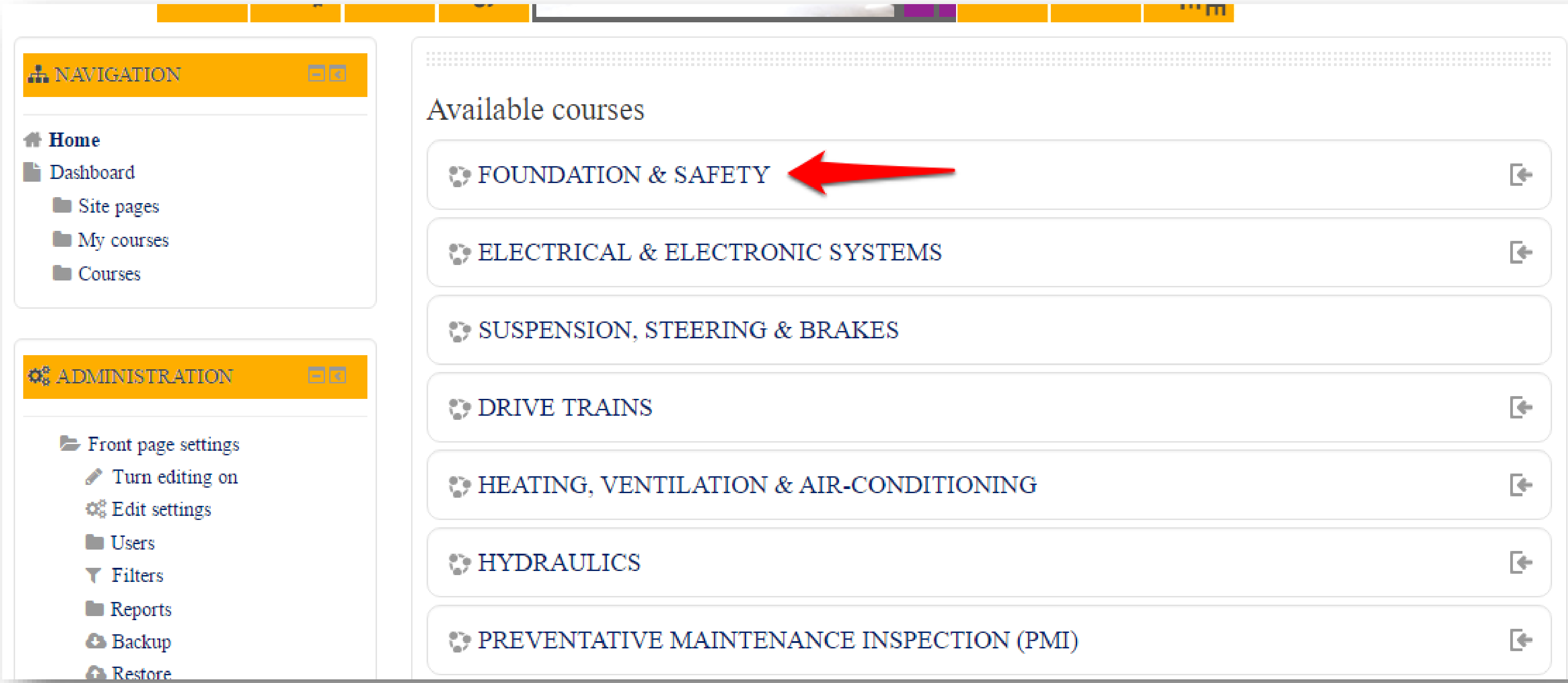
Next, choose either Teacher or Non-Editing Teacher.



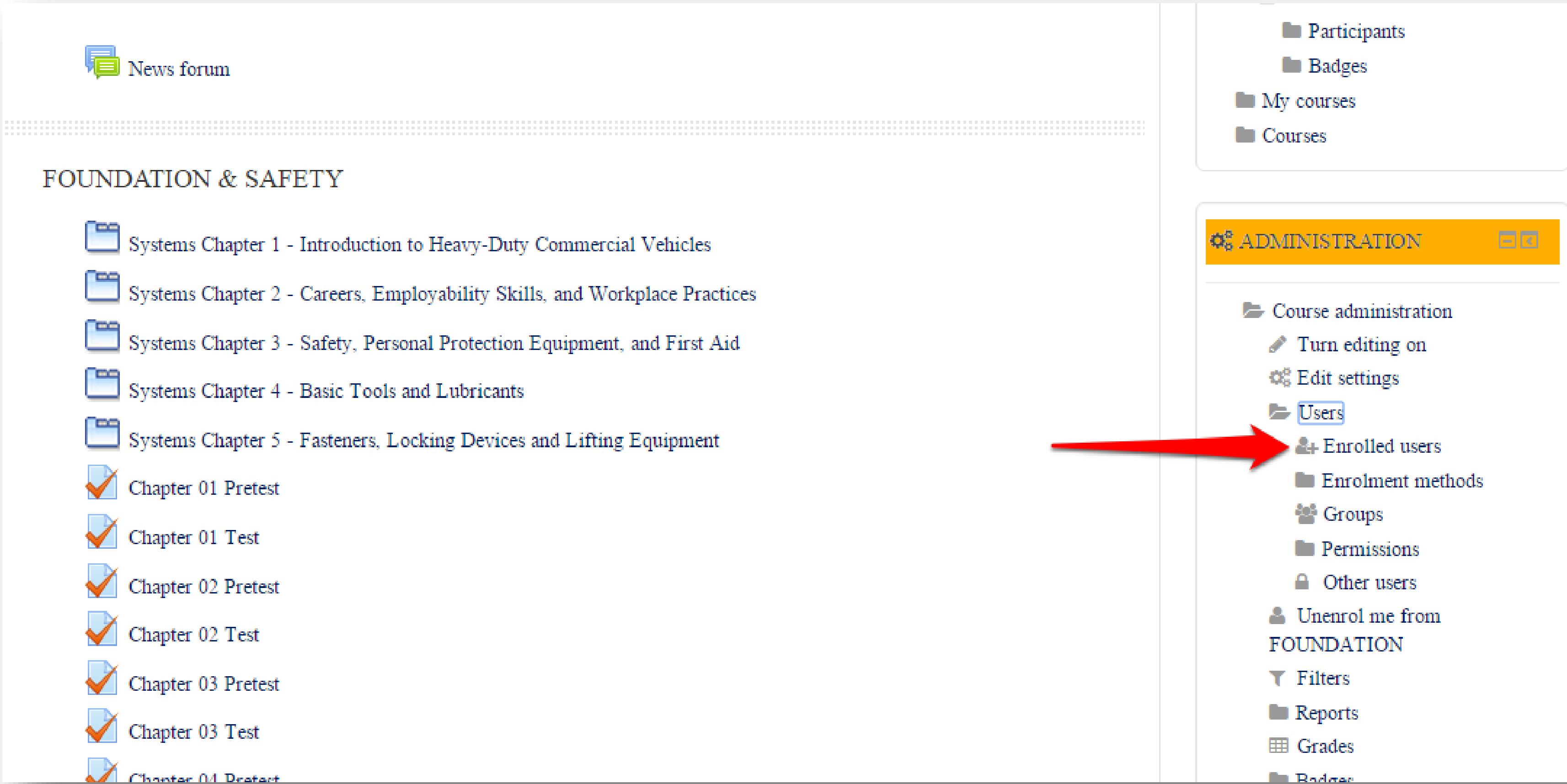
Click on your user’s name (or control-click to select multiple names), and then click **Add** to move the user from the *Potential Users* column to the *Existing Users* column.



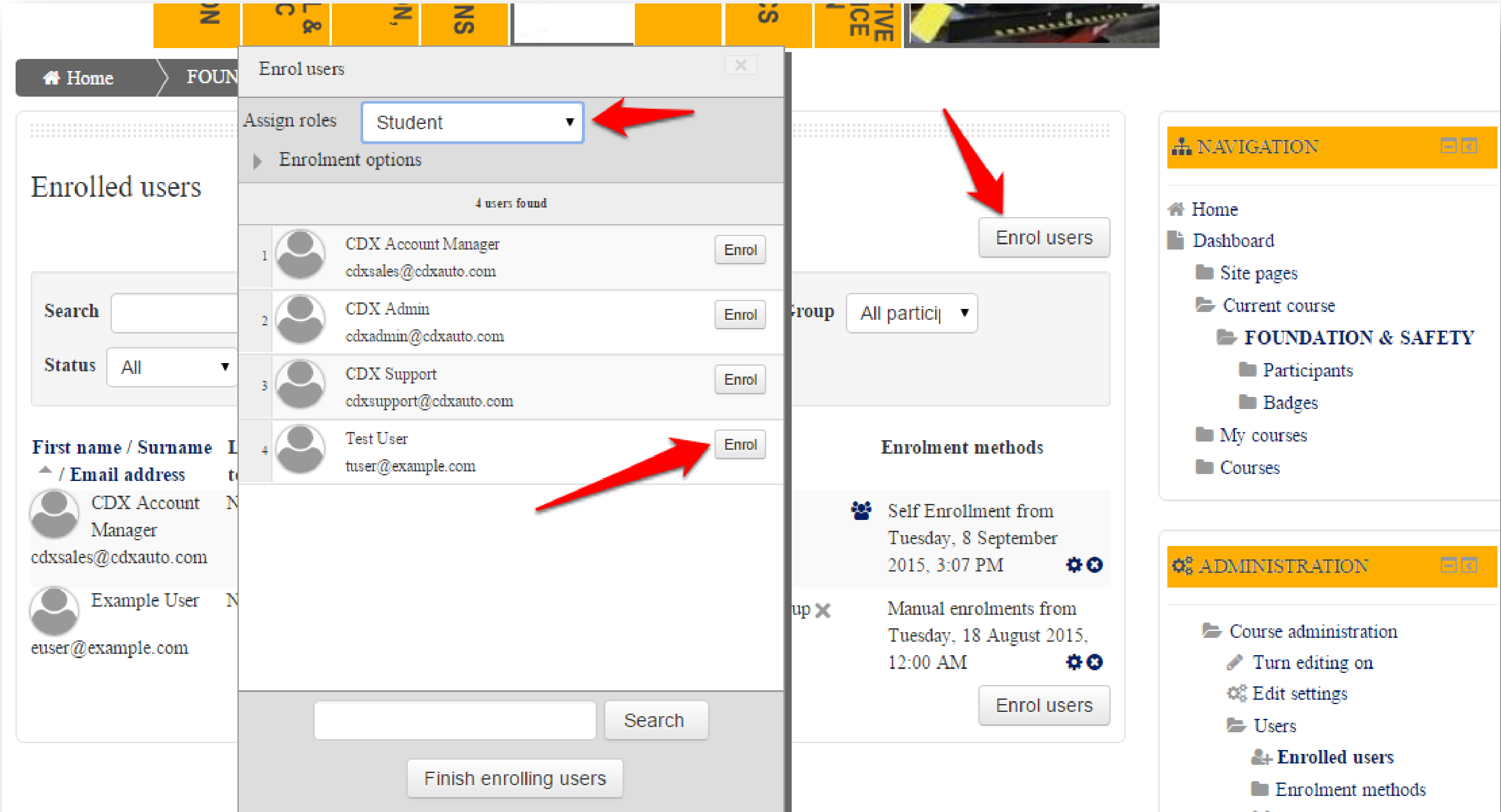
It is not necessary to manually enroll your students. But if you would like to: Go back to Home, and choose the course they need access to.



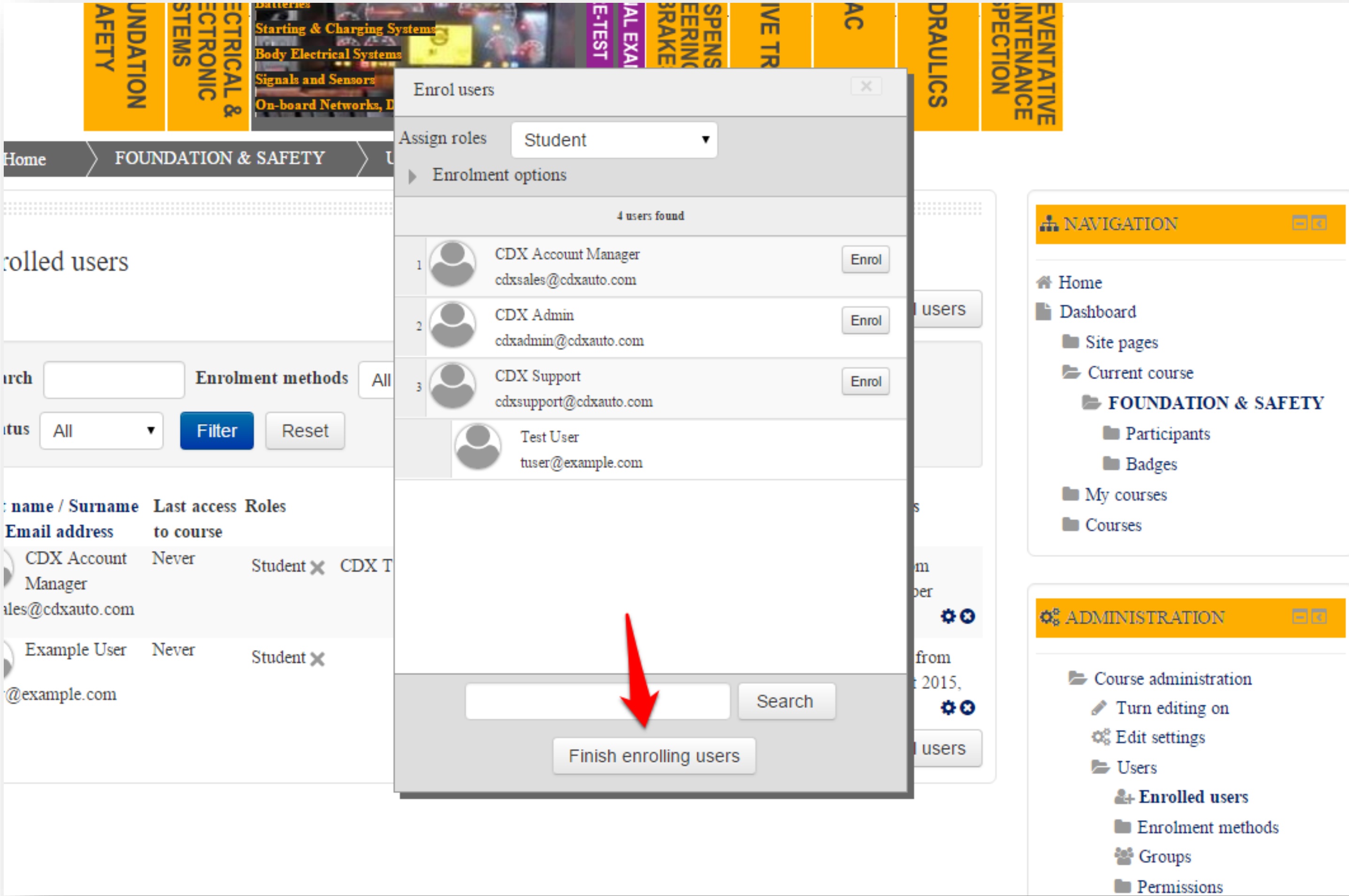
In the Administration block, open **Course Administration > Users > Enrolled Users**.



First, click Enroll Users. The Enroll Users box will pop up.
Make sure you have student selected, and then click Enroll next to the student's name.



You can click Enroll next to more students’ names, and then click Finish Enrolling Users.



You have now added and enrolled your student or teacher into your site!

Additional help and tutorials can be found at:

http://cdxauto.com/support